CMS

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager F. C.
                 Bureau of Communication and Computer Services

DATE: December 6, 2001

SUBJECT: MONIES 101 & 202 Training Classes

MONIES (Management of Network Income Expense Services) is the database program utilized by the Department of Central Management Services (CMS) to process, track, and bill all telecommunications products and services. MONIES 101 training is also a prerequisite for the MONIES DIRECTORY class on alphabetical and departmental listings in the State of Illinois Telephone Directory.

Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills (the three most current months are available on-line)
- View your departmental and alphabetical state directory database

MONIES 101 is for people who have not had prior MONIES training. Students are taught:
- How to logon to MONIES and to negotiate the application
- How to know where you are within the application
- How to do simple searches for answers to questions about the inventory

MONIES 202 is for anyone who has already attended MONIES 101 and has additional questions.
- Students who enroll in the MONIES 202 class will be asked to submit two questions in advance for review during class.

MONIES training will be offered on the dates and times listed below:

Class Dates & Times:

Chicago:	MONIES 101	MONIES 202
	Wednesday, January 9, 2002	Wednesday, January 9, 2002
	8:30 a.m. to 12 p.m.	1 p.m. to 4:30 p.m.
	James R. Thompson Center	James R. Thompson Center
	2nd Floor Training Center, Room 2-024	2nd Floor Training Center, Room 2-024
Springfield:	MONIES 101	MONIES 202
	Wednesday, January 23, 2002	Wednesday, January 23, 2002
	8:30 a.m. to 12 p.m.	1 p.m. to 4:30 p.m.
	Capital City Center	Capital City Center
	130 W. Mason	130 W. Mason

Please note that all registrants must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password, or need assistance with connectivity please contact Dana Funk, MONIES Coordinator, at (217) 785-1930 by Wednesday, December 26, 2001.

To register, please contact Steve Hayden, CMS Data Provisioning Manager at (217) 524-5033 or Steve_Hayden@cms.state.il.us.